

# POSITION DESCRIPTION (Please Read Instructions on the Back)

1 Agency Position No  
R3-16

2 Reason for Submission <input type="checkbox"/> Reassignment <input type="checkbox"/> Reassignment Explanation (Show any positions released)		3 Service <input checked="" type="checkbox"/> New <input type="checkbox"/> Detail <input checked="" type="checkbox"/> Field	4 Employing Office Location Twin Cities, MN	5 Duty Station	6 CSC Certification No
7 For Labor Standards Act <input type="checkbox"/> Exempt <input checked="" type="checkbox"/> Nonexempt		8 Employment/Financial Stmt Required <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		9 Subject to IA Action <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
10 Position Status <input checked="" type="checkbox"/> Competitive <input type="checkbox"/> Exempt (Specify)		11 Position is <input type="checkbox"/> Supervisory <input type="checkbox"/> Managerial <input checked="" type="checkbox"/> Non-Managerial	12 Sensitivity <input checked="" type="checkbox"/> 1-Non <input type="checkbox"/> 2-Neutral <input type="checkbox"/> 3-Critical	13 Competitive Level C	
		14 Agency Use			

15 Classified/Graded by	Official Title of Position	Pay Plan	Occupational Code	Grade	Initials	Date
a. Civil Service Commission						
b. Department, Agency or Establishment						
c. Bureau						
d. Field Office	Maintenance Worker	WG	4749	8	BBB	11/29/10
e. Recommended by Supervisor or Initiating Office	Maintenance Worker	WG	4749	8		

16 Organization: Title of Position (if different from official title)	17 Name of Employee (if vacancy, specify)
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18 Department, Agency, or Establishment Department of Interior	c. Third Subdivision
a. First Subdivision U.S. Fish and Wildlife Service	d. Fourth Subdivision
b. Second Subdivision Region 3	e. Fifth Subdivision

19 Employee Review: This is an accurate description of the major duties and responsibilities of my position	Signature of Employee (optional)
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20 Supervisory Certification: I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships and that the position is necessary to carry out Government functions for which I am responsible. This certification is made with the knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds and that false or misleading statements may constitute violations of such statutes or their implementing regulations.	
a. Typed Name and Title of Immediate Supervisor	b. Typed Name and Title of Higher-Level Supervisor or Manager (optional)
Signature _____ Date _____	Signature _____ Date _____

21 Classification/Job Grading Certification: I certify that this position has been classified/graded as required by Title 5, U.S. Code, in conformance with standards published by the Civil Service Commission or if no published standards apply, directly consistently with the most applicable published standards.	22 Standards Used in Classifying/Grading Position Standard Position Description R3-16, Job Grading Standard for WG-4749, TS-30, dated 5/74  Information for Employees: The standards and information on their application are available in the personnel office. The classification of the position may be reviewed and corrected by the agency or the Civil Service Commission. Information on classification/job grading appeals and complaints on exemption from FLEA is available from the personnel office or the Commission.
Typed Name and Title of Official Taking Action Bonita E. Schires Classification Officer	
Signature _____ Date _____	

23 Position Review	Initials	Date	Initials	Date	Initials	Date	Initials	Date	Initials	Date
a. Employee (optional)										
b. Supervisor										
c. Classifier										

24 Remarks

Full Performance Level: \_\_\_\_\_

Personnel Folder Copy \_\_\_\_\_  
Supervisor's Copy \_\_\_\_\_  
Employee's Copy \_\_\_\_\_  
Classification Copy \_\_\_\_\_

**A. MAJOR DUTIES:**

Incumbent serves as a Maintenance Worker. The assignment involves the performance of a variety of duties in support of the station maintenance and operational program. Typical, though not all inclusive duties include:

- Electrical: Performs routine maintenance to the station's electrical systems. Work involves making repairs that can be accomplished by removing, replacing, tightening, splicing, soldering, and insulating defective wiring, controls, equipment or fixtures. Replaces worn light fixtures, thermostats, switches, outlets and damaged wiring. Also, replaces light bulbs, relays, loose connections and fuses. Performs minor wiring duties that are not affected by electrical load considerations. May be required to repair simple problems involving generators and small electrical motors.
- Engineering Equipment Operation: Operation of equipment such as road-grader, bull dozer, front-end loaders, crawler tractors, angle dozer, and related equipment is required. Engineering equipment operation is, for the most part, performed on flat or rolling terrain for the purpose of clearing brush, rocks, or tree stumps; pushing, digging, pulling, loading sand, gravel, or earth and/or grading, or maintenance of dikes, roads, trails, or ditches/pond to rough specifications.
- Welding: Applies a variety of electric, gas, or other manual welding processes or methods to carry out standard welding operations such as repairing, modification, fabrication, or rebuilding of various types of metal, alloy, and equipment parts. Determines proper welding techniques, procedures, and machine settings to be used, assembles and sets up parts to be welded, and makes required welds following accepted shop practices, specifications and oral or written instructions. Welds are usually made in flat or horizontal positions.
- Mechanical Performs a variety of automotive/equipment repair functions on various vehicles or pieces of equipment. Determines nature and extent of repairs required, cleans, replaces, or makes adjustment to such parts as electrical, brakes, steering, regulators, water/fuel pumps, carburetors, and cooling systems and attachments to equipment. Performs minor tune-ups, replaces mufflers, gaskets, shocks, bearings, oil seals etc.

**GENERAL:**

- Performs carpentry work necessary for routine maintenance of buildings and other structures or facilities. This work includes repairs to and installing of dry wall, panels, doors, repairs to roofs and windows and construction of wooden items such as simple storage cabinets, shelves, wooden displays and informational signs, and as a crew member, construction of forms for concrete construction where appearance is not critical. Tools used include power saws, hand saws, tapes, squares. Hammers and levels, etc.
- Maintains and repairs plumbing facilities including correction of clogged pipes, dirty traps, leaks in buildings and pipelines. Work requires the use of pipe cutters, wrenches, threading dies, hack saws and other tools. Installs extensions to existing water and sewer lines; installs disposal units, water

heaters, drinking fountains, fire hydrants and sprinkler units. Uses tapes and augers to remove roots and other stoppages in drains and sewer lines. Incumbent measures, cuts, bends, and threads pipe, caulks and seals, such things as elbows, union points, tile pipe, faucets, drains etc.

- Applies interior/exterior paints, stains, and varnishes to masonry, dry wall, stucco, structures or metal surfaces. Applies paint to incised letters on wood signs and uses paint to obliterate vandal-applied paint on station property and restore as nearly as possible the original appearance. Thins, stirs, and mixes coating materials according to specific directions. Incumbent utilizes standard coating methods such as brushing, rolling, or spraying. Prepares surfaces by scraping, sanding, wire brushing, or means of standard paint removers. Insures that surfaces painted are fully coated, protected, and that finish meets surface protection requirement.
- Operates 2- and 4- wheel drive passenger cars and light trucks up to one ton capacity. May be required to operate field type gasoline or diesel powered tractors with attachments such as mowers, cutter bars, augers, plows, harrows, sprayers, discs, front-end scoops and backhoes. Work is normally done on level or rolling terrain in such areas as open fields, lawns, and along roadways.
- May be called upon to perform tasks involving station biological census work, fire suppression, wildlife inventories, routine patrol, caring for and feeding of hatchery fish and other miscellaneous duties not requiring any special skill, training, or experience.

**B. Skill and Knowledge:**

- Knowledge and skill in using controls to adjust and operate a variety of engineering equipment on flat or rolling terrain, sometimes in confined areas; knowledge of soil and features of terrain to determine proper approach in performing work.
- Knowledge of, and skill in working with, electrical fixtures, wiring, and controls in order to remove, replace or repair fixtures and controls; skill in reading wiring diagrams in order to determine the nature of the repair or installation to be made.
- Knowledge of a variety of standard mechanical tools, systems and component parts necessary to perform a variety of mechanical repairs on vehicles, equipment, and attachments such as minor tuneups, brake repairs, water/fuel pumps, etc.
- Knowledge of standard plumbing tools, methods, and techniques necessary to remove, repair, clean or install fixtures or extensions to existing systems.
- Knowledge of standard carpentry tools, methods, and techniques necessary to perform general facility repairs, make minor modifications and/or to construct rudimentary items such as crates, scaffolds, bins, fences, roof decking, etc., where appearance is not critical.
- Knowledge of standard painting procedures, methods, and application techniques necessary to complete general facility and equipment painting or touch-up work..

- Knowledge and skill in the use of controls to operate the vehicle and equipment attachments identified in a safe manner in carrying out duties assigned, e.g., adjust equipment, shift gears, change speeds, etc.
- Ability to add, subtract, multiply, divide, and work with simple fractions.
- Skill in the operation of hand tools from the electrical, plumbing, welding, mechanical and carpentry trades. These include, but are not limited to, wrenches, sockets, screwdrivers, pliers, wire cutters, soldering irons, tapes, rules, squares, handsaws, power saws, power planers, pipe threaders and cutters, packing and caulking irons, pipe wrenches, test lamps, and ammeters.

C. Responsibilities:

Work consists of a variety of difficult tasks requiring a moderate degree of precision and high degree of care and skill to avoid injury to personnel or damage to equipment. The supervisor assigns work orally, through work orders, and with detailed wiring diagrams containing exact work specifications for electrical tasks. The incumbent selects tools, decides on methods to be used, and normally completes assignments independently. Incumbent uses materials called for in work orders or schematic drawings, or obtains substitute parts from comparison with samples. Incumbent must remain constantly alert and operate according to safety rules and regulations in order to avoid injury to personnel or damage to equipment. The supervisor spot-checks work in process, gives advice on unusual problems, and checks completed work to see that it meets requirement.

D. Physical Effort:

Work requires a considerable amount of standing, stooping, bending, and working in tiring or uncomfortable positions. Incumbent must frequently work from ladders, on scaffolds, open fields, or in trenches in stretched, cramped or awkward positions. When operating heavy equipment, the worker is under a great deal of strain by constantly reaching, bending, turning, and moving of hands, arms, feet, and legs, and by the vibration and jerking of the equipment. Lifting up to 50 lbs may be required.

E. Work Environment:

The incumbent may be employed at refuges, hatcheries, or other work projects. Work areas can be dusty, dirty, greasy, noisy, or bad smelling. The worker is subject to eye injury, electrical shock, cuts, strains, burns, bruises, and the possibility of broken bones. Incumbent is also exposed to fumes, heat, sparks, and jolting machinery. When necessary will be required to wear protective clothing, gloves, shield, or goggles. The position necessitates both inside and outside work and exposure to all kinds of weather.

A condition of employment is the wearing of the official U.S. Fish and Wildlife Service uniform in a manner prescribed in 3 AM 3 of the Administrative Manual. Incumbent is required to obtain and properly wear uniform components within Class \_\_\_\_ and \_\_\_\_.